

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Human Resources	(2) MEETING DATE 1/14/2014	(3) CONTACT/PHONE Ken Tasseff / 781-5974	
(4) SUBJECT Request to approve three updated County Policies: Workplace Violence Policy, Policy Against Discrimination, Sexual Harassment and Retaliation and the Equal Employment Opportunity Plan. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board approve the attached Workplace Violence Policy, Policy Against Discrimination, Sexual Harassment and Retaliation and the County Equal Employment Opportunity Plan.			
(6) FUNDING SOURCE(S) N/A	(7) CURRENT YEAR FINANCIAL IMPACT \$0.00	(8) ANNUAL FINANCIAL IMPACT \$0.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT { X } Consent { } Presentation { } Hearing (Time Est. ____) { } Board Business (Time Est. ____)			
(11) EXECUTED DOCUMENTS { } Resolutions { } Contracts { } Ordinances { X } N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A { } 4/5 Vote Required { X } N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY { X } N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Leslie Brown			
(18) SUPERVISOR DISTRICT(S) All Districts -			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Human Resources / Ken Tasseff
781-5974

DATE: 1/14/2014

SUBJECT: Request to approve three updated County Policies: Workplace Violence Policy, Policy Against Discrimination, Sexual Harassment and Retaliation and the Equal Employment Opportunity Plan. All Districts.

RECOMMENDATION

It is recommended that the Board approve the attached Workplace Violence Policy, Policy Against Discrimination, Sexual Harassment and Retaliation and the County Equal Employment Opportunity Plan.

DISCUSSION

The County maintains countywide policies to comply with legal statutes, define appropriate employee conduct and support the County's organizational values. Policies must be updated periodically to ensure they support the organizational goals of the County and comply with changing legal statutes. Updates to the policies described below achieve the following objectives:

- 1) Standardize the format and structure to improve readability and ensure consistent content.
- 2) Incorporate changes to legal statutes where appropriate.
- 3) Update language to reflect the most contemporary Human Resources policy and practice.

Due to the significant structure and format changes to the policies, a matrix showing elements of current policy, proposed policy, and revisions has been provided in lieu of track changes.

Workplace Violence Policy

The County maintains a policy prohibiting violence or threats of violence in the workplace. The County Workplace Violence Awareness Policy was last updated in 2006. The current policy lacks important elements such as a zero tolerance standard, prohibition against retaliation, and reference to off duty conduct. In addition, it has unnecessary and confusing procedural references embedded in the document.

The proposed Workplace Violence Policy incorporates new policy elements mentioned above, adds detail to the existing policy, and removes the embedded procedural references. In addition, it is formatted in the style consistent with other Countywide HR policies for readability and consistency.

Policy Against Discrimination, Sexual Harassment and Retaliation

In November 1990, the County adopted the County of San Luis Obispo Affirmative Action Plan. The Affirmative Action Plan included policy that reaffirmed the County's commitment to equal employment opportunity, prohibited discrimination in hiring or other personnel actions, and set forth that employment decisions shall be based on merit.

In November 1995, the County adopted the Policy Against Sexual Harassment based on state and federal statutes as well as the recommendations of a County Sexual Harassment Task Force. In May

1999, the County updated the Sexual Harassment policy and added elements prohibiting discriminatory harassment. The policy was renamed the Policy Against Discriminatory Harassment. This policy update incorporates changes to state and federal statutes, unifies all countywide policy related to discrimination into a single document, and adopts contemporary human resources best practices. In addition, the update adds a prohibition against retaliation as required by federal Title VII regulations and the California Fair Employment and Housing Act.

Equal Employment Opportunity Plan

The County maintains an Equal Employment Opportunity Plan as a best practice in human resource management and to comply with statutory requirements for program funding through federal agencies such as the U.S Department of Justice. The County's Equal Employment Opportunity Plan is both policy and Board direction, acting as a roadmap and supporting the County's efforts to maintain a representative workforce that reflects the citizens of San Luis Obispo County. It sets forth roles and responsibilities for employees at all levels of government in support of the Board's commitment to provide San Luis Obispo County with a diverse, results-oriented workforce, selected on merit, and free of discrimination and harassment. In addition, the Plan communicates complaint resolution procedures, reviews past accomplishments, and establishes goals for the next four years. The Plan was last updated in November of 1990. The attached update to the Equal Employment Opportunity Plan incorporates changes to state and federal statutes over the past several years.

OTHER AGENCY INVOLVEMENT/IMPACT

Selected staff from departments who frequently use these policies and regularly interface with Human Resources were assembled to help develop, review and comment on these updated policies. County Counsel provided input and comment, and an ad-hoc group of County leaders including the Health Agency Director, General Services Director, and Sheriff's Chief Deputy reviewed and commented on these policies. Both departmental groups concur with the recommendation of the Human Resources Department. In addition, employee organizations were provided opportunities to review and comment on the proposed policies.

FINANCIAL CONSIDERATIONS

N/A

RESULTS

Approval of these updated policies will contribute to a well-governed community by providing departments, employees, and the public with the County's commitment to equal employment opportunity and to prohibit workplace violence, discrimination, harassment and retaliation. It also sets clear expectations regarding the conduct of all County employees.

ATTACHMENTS

1. Policy Comparison Matrix (Spreadsheet)
2. Updated Policies:
 - a) Workplace Violence Policy _ January 14, 2014
 - b) Policy Against Discrimination, Sexual Harassment and Retaliation _ January 14, 2014
 - c) County Equal Employment Opportunity Plan _ January 14, 2014
3. Existing Policies:
 - a) Workplace Violence Policy _ January 2006
 - b) Policy Against Discriminatory Harassment _ May 1999
 - c) County Affirmative Action Policy _ November 1990
 - d) County Equal Employment Opportunity Plan _ January 2006